

Custodial Manager, Assistant

(Capital)

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Facilities/Custodial Services

Pay Grade: SWD 15

Hiring Salary: \$35,569.36 - \$39,000.00

Location: Atlanta, GA

Opens: February 6, 2015

Closes: February 11, 2015

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5668 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

Custodial Manager, Assistant



Website: www.gba.ga.gov

Position Overview

Duties:

Under general supervision, assists in assigning, supervising and inspecting the work of custodial personnel; performs routine custodial work in an assigned area(s); and performs related duties as assigned.

Minimum Qualifications (Agency Specific):

High school diploma or GED. Five (5) years of experience in building custodial work, including one (1) year of experience supervising custodial workers. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Competencies (Agency Specific):

Knowledge of materials, equipment, supplies, and practices essential to the cleaning of buildings. Knowledge of hazards and safety methods related to custodial operations. Basic computer skills. Ability to plan, estimate, coordinate and schedule the work of a custodial staff; prepare and maintain a variety of basic written records and reports; establish and maintain effective working relationships with those encountered in the course of the work; identify and implement effective courses of action to complete assigned work.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.

This position is subject to close at any time once a satisfactory applicant pool has been identified.